

# Appendix B – Checklist of typical final handover deliverables

Development Name:

Connections Approval Number:

Date:

Stage: of

RESPONSIBILITY	DELIVERABLE	REQUIRED	
		YES	N/A
<b>TO BE SUPPLIED BY CONSTRUCTOR</b> (Provided in Asset Manual Part B)	<b>Title Page and Table of Contents</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>Manufacturer Supplied</b>		
	<i>Pump &amp; System curves</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Vendor Manuals</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Schematics</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Electrical Drawings</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>MSDS for all chemicals, lubricants &amp; additives</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Factory Test Certificates</b>		
	<i>Flow meters (NATA certification)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Pumps and Motors</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Construction</b>		
	<i>Completed Inspection &amp; Test Reports (ITPs)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Commissioning Information</b>		
	<i>RPZD Test Certificate</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Electrical Test Records &amp; Test Certificates</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Electromagnetic Radiation (EMR) Certificate</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Calibration Certificates for Instruments</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Radio Survey Data including Signal Strengths</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Commissioning Worksheet</i> <i>To be provided in Excel format on digital media in addition to Asset Manual PDF</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Completed Commissioning Check Sheets</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Annotated Version of Software (for PLCs)</i> <i>To be provided on digital media</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Warranties</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Operating Manual</b>	<input type="checkbox"/>	<input type="checkbox"/>

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RESPONSIBILITY	DELIVERABLE	REQUIRED	
		YES	N/A
	Maintenance Routines	<input type="checkbox"/>	<input type="checkbox"/>
	Other (Specify)		

RESPONSIBILITY	DELIVERABLE	FORMAT	REQUIRED	
			YES	N/A
TO BE SUPPLIED BY CONSTRUCTOR (Refer Specification for Preparing As Constructed Information)	<b>“As-Constructed” Information</b> (for creation of “Passive” Assets) <i>(separate to Asset Manual Part B)</i>			
	Site Mark-ups of “For Construction” Drawings	PDF	<input type="checkbox"/>	<input type="checkbox"/>
	ADAC File	XML	<input type="checkbox"/>	<input type="checkbox"/>
	Approved Design Change Notices	PDF	<input type="checkbox"/>	<input type="checkbox"/>
	“As-Constructed” Drawings	DWG and Smart PDF	<input type="checkbox"/>	<input type="checkbox"/>
	Certified Drawings	PDF	<input type="checkbox"/>	<input type="checkbox"/>
	Connection Photographs	JPG	<input type="checkbox"/>	<input type="checkbox"/>

RESPONSIBILITY	DELIVERABLE	FORMAT	REQUIRED	
			YES	N/A
TO BE POPULATED BY CONSTRUCTOR	<b>Asset Template</b> (for creation of “Active” Assets)			
	Active Asset template <i>(provided by Asset Management Officer) to be populated by Constructor</i>	Excel (XLS)	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT MANAGER	SIGNATURE	DATE
<Insert Name>		

ASSET MANAGEMENT OFFICER	SIGNATURE	DATE
<Insert Name>		

COMPLETIONS OFFICER	SIGNATURE	DATE
<Insert Name>		

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